

The NCDOT Signing and Delineation Unit will be offering a one day Pavement Marking Certification Training on either February 27 or 28, 2018. Professional Development Hours for this training are 4.5.

*****DEADLINE for Registration is Friday, February 9, 2018.*****

- **Who Should Attend?**
 - NCDOT Employees, Contractors, Inspectors and non-NCDOT employees who will be installing or inspecting Pavement Markings and Markers on NCDOT projects for North Carolina.
- **What is the Cost?**
 - **\$25.00** non-refundable - Due After Enrollment
 - Checks payable to NCDOT Signing and Delineation Unit
- **Where to Send Payment?**

NCDOT – Signing and Delineation Unit
Attn: Ramona Atchley
1561 Mail Service Center
Raleigh NC 27699-1561

NOTE:

- Please **save** the links below for future PMCTs.

<https://connect.ncdot.gov/resources/safety/Pages/Signing-and-Delineation.aspx>

(Information will be updated on NCDOT's Signing & Delineation unit website every December)

<https://ncgov.csod.com/client/ncgov/default.aspx>

(Register for training)

Non-NCDOT Attendees must first register to create an account on the North Carolina Learning Center website, as we are cooperating with the State of North Carolina Training requirements.

- Create Account at <https://ncgov.csod.com/client/ncgov/default.aspx>
(instructions below)
- Save User ID and Password
- Wait 24 hours
- Log Onto Learning Center With User ID & Password
- Register to Enroll

NCDOT Employees can request a session or can ask their training coordinator to register them through the NC Learning Center(LMS), which is the same procedure used for all other training courses at NCDOT.

STEP 1. Contractors / NON-NCDOT Attendees – Enrollment and Registration Procedures

1. Go to North Carolina Learning Center Webpage:
<https://ncgov.csod.com/client/ncgov/default.aspx>

New users with no user ID & Password – click on “Register – **Click here**” to create account”. If attendee has already registered proceed to register for enrollment. If an account exists but password is unknown, please contact Ramona Atchley. Do not create multiple accounts.

2. Complete “Welcome NC Learning Center” Form (Illustration b).
****IMPORTANT**** Enter “DOH-PMCT” as “DOT EE Code”


Attendee should save their user ID and password, which will be used again to enroll in class and any other time that the attendee needs to log back on to this web site to find their test score, print their attendance certification or register for the retest (if necessary).

The NCLS system will use the attendee’s email address to notify them of any changes.

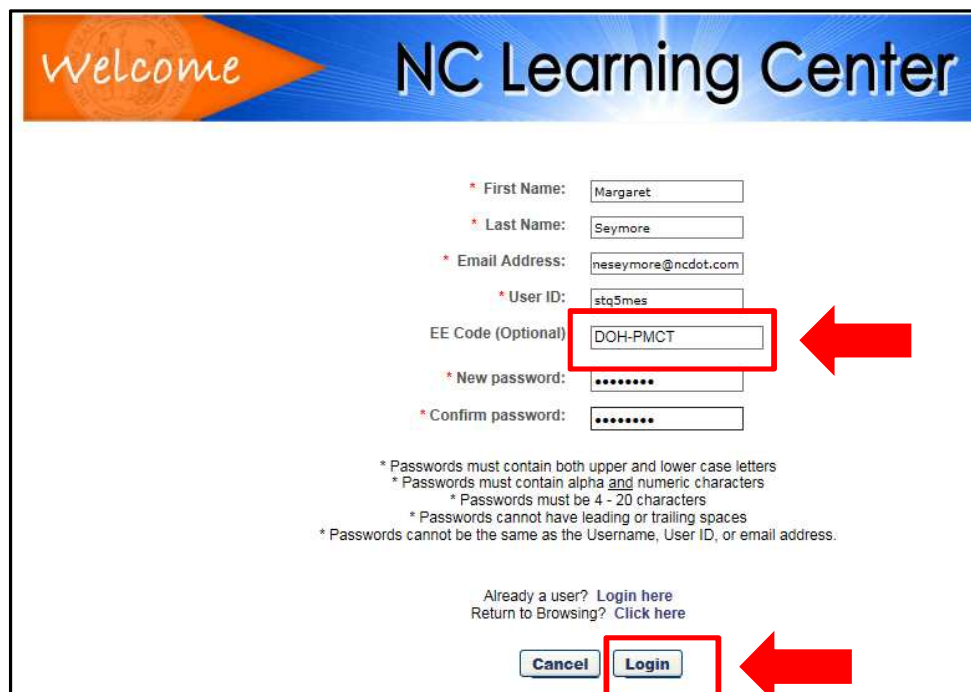
3. Exit Welcome NC Learning Center screen. Wait **24 hours** (overnight) after registering to create an individual account. The system only processes the registering of accounts during its nightly updates. Registering for a Session will not be available until the day after the attendee has created an account.
4. After the 24 hours waiting period, go to the “NC Learning Center” Webpage
<https://ncgov.csod.com/client/ncgov/default.aspx>
 - a) Enter attendee’s user **ID** and **password** and press “**Enter**”. (Illustration c)
 - b) When the “Welcome” page appears, type “**pavement marking**” in the “Search” box. Click on the magnifying icon to begin search. (illustration d)
 - c) Click “Pavement Marking Certification Training” under “Training results”. (Illustration e)
 - d) Follow the steps to register for enrollment in the session of your choice and **submit**.

The following is an example from the **Extended Enterprise Registration Quick Reference Card DOT-014**.

- a. Access the **NC Learning Center** login page at <https://ncgov.csod.com> and click on **“Click here”** to create a new attendee account.



- b. Fill out the **“Welcome NC Learning Center” Registration Form**, including the **“EE Code”** for your specific work group. Make sure to use **“DOH-PMCT”** as your **“EE Code”**. Then click on **“Login”**. Close web window and wait overnight to register your enrollment in the PMCT class.

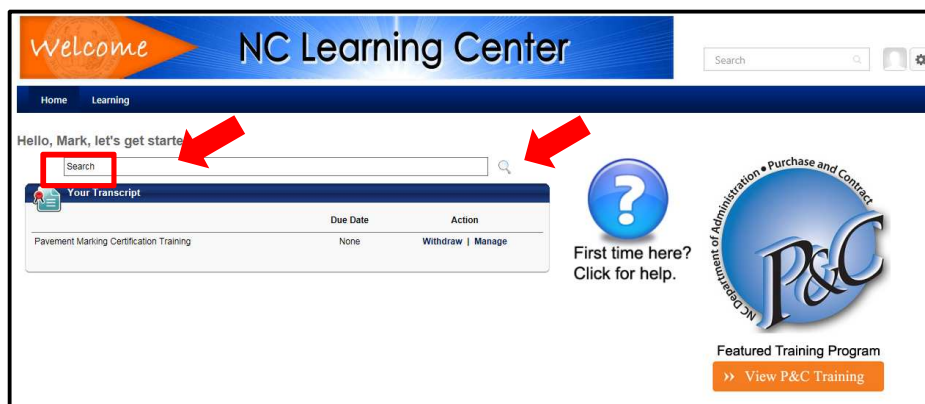


- c. After waiting 24 hours, type in 'User ID' and 'Password' and click 'Enter'.



The image shows the login page of the North Carolina Learning Center. At the top, the text "North Carolina Learning Center" is displayed next to a row of small profile pictures. Below this is a large graphic of a hand with glowing squares on the fingers. The login form consists of two white input fields labeled "User ID:" and "Password:". To the right of the "Password:" field is a blue button labeled "Enter". Below the input fields are three links: "Forgot Username?", "Forgot Password? click here", and "Register - Click here to create account". Red arrows point to the "User ID:" field, the "Password:" field, and the "Enter" button.

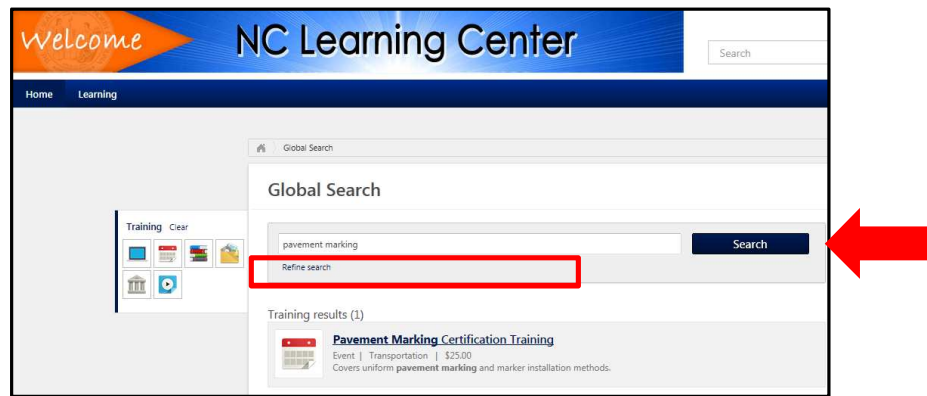
- d. Attendee should enter "pavement marking" in Search box and click "magnifier icon". Attendee will be directed to the Home page of the NC Learning Center Extended Enterprise module.



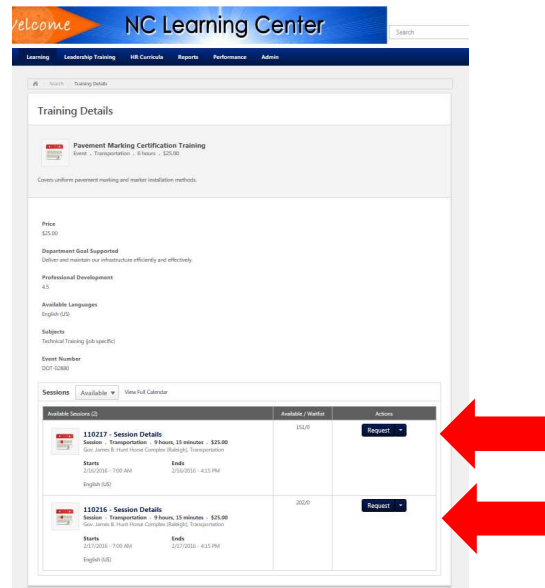
The image shows the Home page of the NC Learning Center. At the top, there is a "Welcome" banner and the "NC Learning Center" logo. Below the banner is a navigation bar with "Home" and "Learning" links. A search bar is located in the top right corner. The main content area features a "Hello, Mark, let's get started" message, a "Search" box with a magnifier icon, and a "Your Transcript" table. The table has columns for "Due Date" and "Action". The first row shows "Pavement Marking Certification Training" with a "None" due date and "Withdraw | Manage" actions. To the right of the table is a blue circle with a question mark and the text "First time here? Click for help.". Below this is a "Featured Training Program" section with a "View P&C Training" button. Red arrows point to the "Search" box and the magnifier icon.

	Due Date	Action
Pavement Marking Certification Training	None	Withdraw Manage

- e. From here you will be able to **access your transcript, search for, request and complete training.**

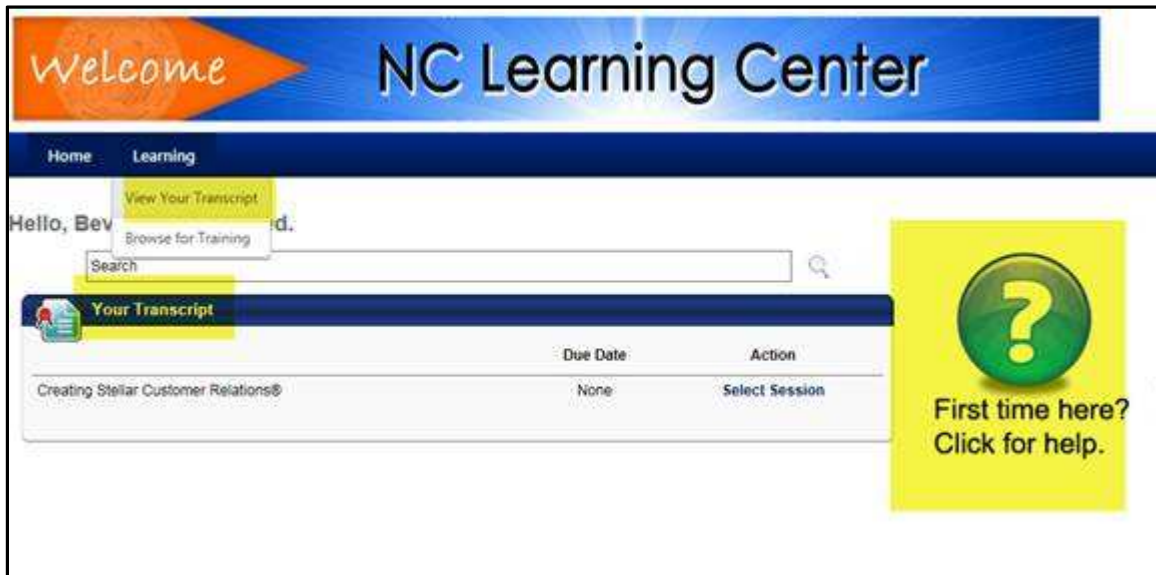


- f. From here you will be able to see request for either days, choose the **“Request”** for your training day of your choice. **NOTE:** If only one of the days is available for you to choose, then it is because the other date is now full.



- g. After this step continue your enrollment and make sure to click on **“SUBMIT”** before exiting.

- h. Their Transcript is displayed on their Home page as **“Your Transcript”** If they hover over Learning, they will see the option to **“View Your Transcript.”**



If you have any problems or questions in regards with the online registration process, please call **Bev Saylor**, NCDOT Training Coordination at **(919) 707-4459** or **bsaylor@ncdot.gov**. For all other questions please call Ramona Atchley or Mark Manriquez.

Thanks for your time and consideration.

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